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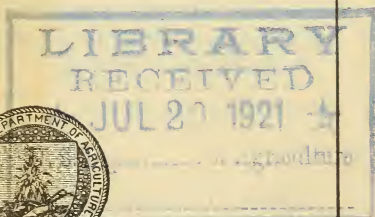
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Travel Regulations

of the

U. S. Department of Agriculture

Effective July 1, 1921



WASHINGTON
GOVERNMENT PRINTING OFFICE
1921

UNITED STATES DEPARTMENT OF AGRICULTURE,
Washington, D. C., June 1, 1921.

The honorable the SECRETARY of AGRICULTURE.

SIR: In order that employees of the department performing official travel may have before them in ready reference form those provisions of the Fiscal Regulations which govern such travel, the Advisory Committee on Finance and Business Methods submits herewith, for your approval, a draft of these provisions, and recommends publication under the title "Travel Regulations of the U. S. Department of Agriculture."

In an effort to present the new regulations in as brief a form as possible, the phraseology of the provisions as they appear in the current Fiscal Regulations has been materially altered, but it will be noted that but few changes in substance are involved.

Respectfully submitted.

A. ZAPPONE, *Chairman,*
R. M. REESE,
ALEX. McC. ASHLEY,
ROY HEADLEY,

Advisory Committee on Finance and Business Methods.

Approved:

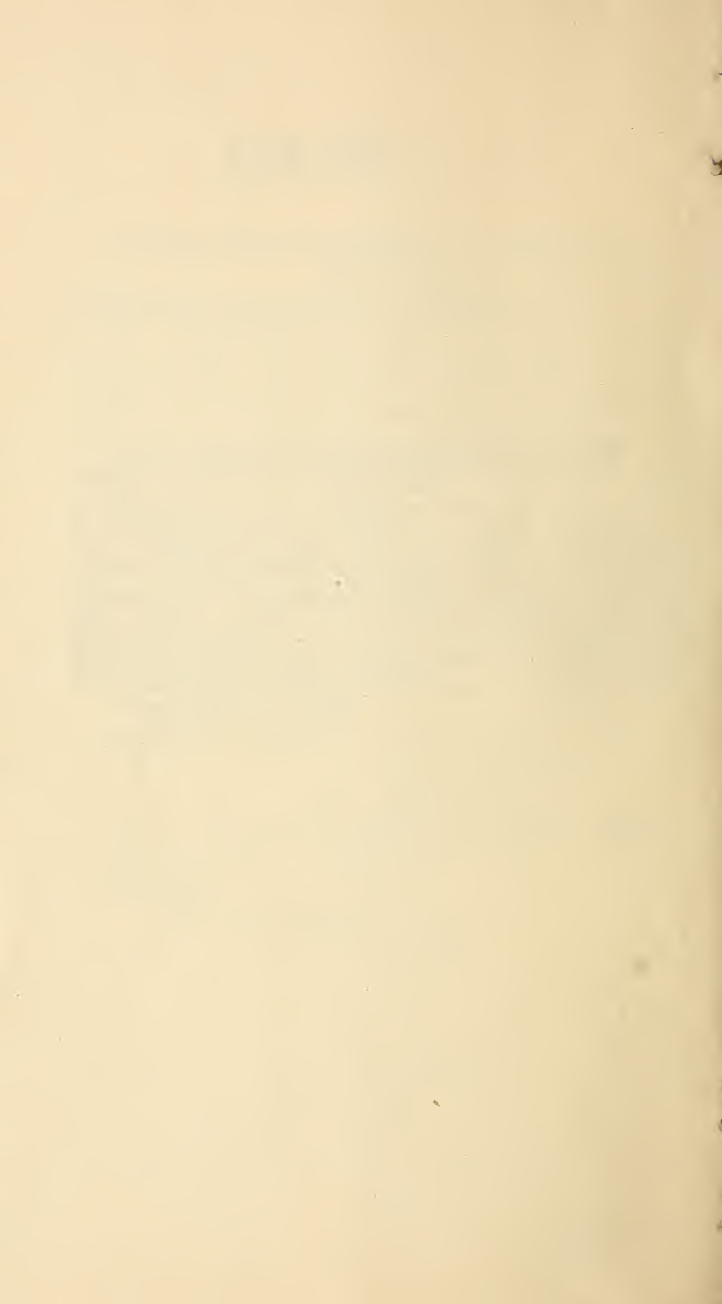
HENRY C. WALLACE,
Secretary of Agriculture.

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UNITED STATES DEPARTMENT OF AGRICULTURE,
Washington, D. C., June 1, 1921.

Under the authority conferred upon the Secretary of Agriculture by law, the following regulations are prescribed to govern the fiscal transactions involved in official travel by employees of the department. These Travel Regulations shall become and be effective on and after July 1, 1921, and shall supersede all prior rules, regulations, orders, and memoranda in conflict therewith.

HENRY C. WALLACE,
Secretary of Agriculture.



TRAVEL REGULATIONS

OF THE

U. S. DEPARTMENT OF AGRICULTURE.

AUTHORIZATION.

1. **Authority to Travel Secured in Advance.**—Specific written authorization should be secured before any travel is performed for the department. In a case of actual and extreme emergency, however, an account for expenses not previously authorized may be approved.

2. **Form of Authorization.**—Subject to the provisions of these regulations, a person traveling upon official business of the department may be allowed actual traveling expenses, or a per diem in lieu of subsistence.

TRAVEL EXPENSES DEFINED.

3. **Actual Traveling Expenses.**—Proper and legitimate actual traveling expenses, when authorized, are those usual and essential to the comfort of travelers, and may embrace any of the following items of expenditure, if actually incurred, provided that reimbursement for subsistence expenses shall in no case exceed \$5 a day:

(a) Fares upon trains, steamers, stages, or other usual modes of conveyance. Charges for fares incidental to travel by water must show whether meals are included. When there is a difference between the fares paid for journeys between the same points on two occasions during the same detail, an explanation of the larger amount charged in the account must be given.

(b) One double berth for each person, customary state-room accommodations on steamers and other vessels, and seat in parlor or chair car, except as provided in para-

graph 3 (r). When sleeping or parlor car accommodations are paid for in cash, the reimbursement account must show the points between which the service was rendered, whether seat, upper berth, or lower berth was occupied, and when other than Pullmans are used, the initials of the railroad over which travel was performed.

(c) Porter fees on trains or coastwise, river, or lake steamers, not to exceed 25 cents for each car, or for each 24 hours or fraction thereof. Reimbursement for the payment of such fees will not be allowed in Arkansas, Georgia, Mississippi, South Carolina, or Tennessee, where such fees are prohibited by State law.

(d) Charges for excess baggage, where the excess weight consists of property to be used for public purposes.

(e) Street car, transfer coach, and omnibus fares, if the charge is not in excess of locally prevailing rates. Personal transfers as herein provided between hotels when satisfactorily explained. Tips to drivers and chauffeurs will not be allowed. Transfers of baggage when the charge is not in excess of locally prevailing rates. *Provided*, That an employee may properly choose his residence in a suburb of his official station, and personal transfers and transfers of baggage as herein provided will be allowed between such residence and the depot at his official station at the beginning and termination of official travel. When properly explained, storage charges may be allowed on baggage. In case of public necessity taxicab hire will also be allowed, but a satisfactory explanation of necessity must accompany claim. Unless such public necessity is shown, taxicab hire will not be allowed in the following cases:

1. If the depot, hotel, or other place the employee is required to visit on official business is within walking distance.
2. If due to inclement weather.
3. If due to unfamiliarity with the city.
4. If due to the fact that hand baggage is being carried.

(f) The checking and portorage of baggage at depots, hotels, or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and portorage not to exceed 25 cents at docks and 10 cents for each piece in any other case: *Provided*, That because of State laws reimbursement for the payment of any fee herein mentioned will not be allowed in Georgia, Mississippi, South Carolina, or Tennessee, nor will fees paid hotel porters in Arkansas be reimbursed.

(g) Customary fees to cabin and deck stewards on trans-ocean steamers, not to exceed \$10 in the aggregate; 50 cents a day between the continental United States and the Bermudas and the Bahamas, Central and South America, Cuba, Porto Rico, and other islands in the Caribbean Sea; 25 cents a day on coastwise, river, and lake steamers, and the hire of a steamer chair not to exceed \$1 for the trip. When the cost of subsistence on a steamer is included in the price of the ticket, fees to dining-room stewards will not be allowed.

(h) Customary charges for subsistence, except as provided in paragraph 3 (r), not to exceed in the aggregate \$5 for any one day. These charges will include all expenses incurred for meals, lodging, bath, personal use of room at hotel during the daytime, waiter fees not exceeding 30 cents in any one day, laundry, telegrams to hotels reserving accommodations, to be included in subsistence expenses for the initial date of the period for which the accommodations are occupied, and all other subsistence expenses. A charge for lodging at a hotel and a charge for sleeping berth for the same night will be allowed only when accompanied by a definite statement of necessity. Charges for laundry at an average rate not exceeding 20 cents a day for each day while in travel status; total charges paid for any period to be included as subsistence charge within the \$5 limit for the day on which payment is made, but when several accrued charges are paid on one day, and such fact is indicated by the subvoucher, each charge

may be included as a subsistence expense on the date on which it accrued. Receipts for laundry must be submitted or a statement filed with reimbursement account showing the impracticability of obtaining such receipts. Charges for laundry at official headquarters at the termination of trip will not be allowed: *Provided*, That because of State laws reimbursement for the payment of any fee herein mentioned will not be allowed in Arkansas, Georgia, Mississippi, South Carolina, or Tennessee.

(i) Expenses incurred for telegraph, cable, wireless, and telephone messages, when relating to the business for which the travel is being performed. Charges for long-distance telephone calls should show the points between which the messages are transmitted.

(j) Except as provided in paragraph 3 (r), special conveyance, such as livery, or the hire of a boat, bicycle, motor cycle, or automobile, when public or regular means of transportation are not available, or can not be used as advantageously in the interest of the Government. When vehicles and drivers are hired, feed and stabling of horses, or care of vehicles, and the subsistence and lodging of the driver will be allowed if not included in the contract of hire while absent from the headquarters of such vehicle and driver.

(k) Operating expenses of personally owned vehicles, when specifically authorized. In the case of motor-propelled vehicles, employees must, unless granted reimbursement for such use at mileage rates (not exceeding 3 cents per mile for a motor cycle and 7 cents per mile for an automobile), support each account covering operating charges by a certificate setting forth the fact that the charge for gasoline and oil was arrived at by actual measurement at both the beginning and end of the official trip. The mileage of each trip should also be plainly stated. In addition to actual operating charges or mileage rates, employees using their own motor-propelled vehicles in official work may be reimbursed for storage charges when

storage becomes necessary at points other than official or temporary headquarters. Where it becomes necessary, by reason of breakdowns, impassable roads, or miring to have vehicles towed partly, or, under extraordinary circumstances, entirely to destination, reimbursement may be made for reasonable expense of such towage, but all such charges must be fully explained, and each case will be considered on its merits.

(*l*) Employees in charge of field parties may, when duly authorized, hire horses and vehicles and, subject to civil-service rules, employ drivers, laborers, cooks, and other minor assistants for service in the field during an entire field season, and may also purchase camp outfits and subsistence supplies. Permittees and others fighting forest fires or rendering other service to the United States, in conjunction with employees of the department, while not formally in the employ of the department, may receive their subsistence while so engaged in lieu of other compensation.

(*m*) Purchase of medicines for personal use, when injuries are received or disabilities incurred while performing official work, but only in the case of employees not occupying statutory positions.

(*n*) Stenographic or typewriting services in connection with correspondence or the preparation of reports.

(*o*) An employee assigned to temporary duty in one locality may be allowed usual subsistence expenses and street car fare on official business.

(*p*) The payment, when traveling in foreign countries, of customary and reasonable fees to guides, interpreters, and baggage porters.

(*q*) Emergency expenditures not enumerated in any of the aforementioned classes, such, for instance, as the employment of interpreters or guides when necessary, the payment in cash of extra fares on limited trains when delay would injuriously affect the public interests, express, freight, and the like. In each case, however, a statement

showing clearly the nature of the exigency must accompany the reimbursement account.

(r) Whenever, for any reason, actual expenses allowed under these regulations as incidental to travel, such as hotel accommodations, meals, sleeping berth, stateroom, special transportation, and the like, are incurred by an employee jointly with members of his family or other persons, the employee is entitled to reimbursement for one-half of the aggregate joint expense when accommodations are shared with one person, to one-third of such expense when accommodations are shared with two other persons, and to a similar proportion of such expense when accommodations are shared by a larger number of persons. All joint expenses must be paid for in cash, and the account must clearly show the number of persons sharing in the joint expenses.

(s) Employees taking, or returning from, annual or sick leave on Monday, who claim expenses for the preceding Sunday, will be required to show affirmatively the performance of official duties on that Sunday, and the place where such duties were performed.

4. Per Diem rates Fixed by Secretary.—Employees traveling on official business outside of the District of Columbia, and away from their designated posts of duty, may receive a per diem allowance in lieu of subsistence.

5. Items Included in Per Diem in Lieu of Actual Subsistence Expenses.—Per diem allowances in lieu of subsistence include:

- (a) Meals.
- (b) Lodging.
- (c) Fees to drivers and chauffeurs.
- (d) Waiter fees.
- (e) Fees to dining-room stewards on steamers.
- (f) Bath.
- (g) Laundry.
- (h) Telegrams reserving hotel accommodations.
- (i) Street car fares between place of lodging or where meals are taken and place of duty.
- (j) Other subsistence expenses.

6. Items not Included in Per Diem in Lieu of Actual Subsistence Expenses.—Per diem allowances in lieu of subsistence do not include the following items, which are separately reimbursable:

- (a) Railroad and steamer fares.
- (b) Fees to cabin and deck stewards.
- (c) Sleeping berth.
- (d) Stateroom on steamer.
- (e) Seat in parlor or chair car.

(f) Street car, transfer coach, and omnibus fares, except when incurred between place of lodging or where meals are taken and place of duty (See par. 5 (i)), if the charge is not in excess of locally prevailing rates. Personal transfers will be allowed between hotels only when satisfactorily explained. In case of public necessity, taxicab hire will also be allowed, but a satisfactory explanation of necessity must accompany claim. Unless such public necessity is shown taxicab hire will not be allowed in the following cases:

1. If the depot, hotel, or other place the employee is required to visit on official business is within walking distance.
2. If due to inclement weather.
3. If due to unfamiliarity with the city.
4. If due to the fact that hand baggage is being carried.

(g) Transfers of baggage when the charge is not in excess of locally prevailing rates: *Provided*, That an employee may properly choose his residence in a suburb of his official station, and personal transfers and transfers of baggage as herein provided will be allowed between such residence and the depot at his official station at the beginning and termination of official travel.

(h) Livery hire, stage fare, and other means of conveyance between points not accessible by railroad.

(i) Fees for checking baggage at depots and docks.

(j) Fees to Pullman, depot, hotel, and dock porters.

(k) Other expenses of transportation, including telegrams reserving Pullman accommodations: *Provided*, That payment of any fee herein mentioned in any State in which payment of such fee is prohibited by law will not be reimbursed. (See par. 3 (f)).

7. Rules Governing Per Diem Allowance.—Per diem allowance in lieu of subsistence will be subject to the following rules:

(a) Each day of 24 hours will be considered as beginning at midnight. Per diem allowance for any day in which the employee is in a subsistence status less than 24 hours must be fixed separately and at a rate not to exceed \$1 if the subsistence status period is 6 hours or less, \$2 if more than 6 hours and not more than 12 hours, \$3 if more than 12 hours and not more than 18 hours, and \$4 if more than 18 hours. These special rates will apply to short trips of less than a day, and to travel status periods of less than a day occurring at the beginning and ending of a continuous trip of more than one day.

(b) Employees taking, or returning from, annual or sick leave on Monday, who claim a per diem allowance for the preceding Sunday, will be required to show affirmatively the performance of official duties on that Sunday, and the place where such duties were performed.

(c) Per diem in lieu of subsistence will not be allowed for any day, or fractional part thereof, during which an employee is in a camp or other place where meals are furnished by the Government, or on a ship on which the transportation charge includes meals.

(d) An employee assigned to temporary duty in one locality may be allowed a per diem in lieu of subsistence. (See also par. 3, (o)).

MISCELLANEOUS RULES GOVERNING TRAVEL.

8. Registered Mail.—An employee whose permanent headquarters are Washington may, while temporarily absent therefrom, register official letters or packets without the payment of any registry fee; but such registered mail

should be indorsed over his signature "Temporarily absent from Washington, D. C."

9. Indorsement of and Payment for Telegrams; Identification Cards.—All telegraph messages relating to the business of the department should be indorsed, "U. S. Official Business, Government Rate." Messages, except those reserving hotel accommodations, sent from or to Washington, D. C., should not be paid for by the persons sending or receiving the same, except where payment is demanded as a condition to the transmission or delivery of the message. Telegrams not prepaid should have the additional words, "Charge Department of Agriculture, Bureau of....." written or stamped upon the face thereof. Telegraph messages between points in the field should be prepaid at the Government rate by the employee only where payment is demanded as a condition to transmission or delivery. Telegrams reserving hotel accommodations must be prepaid at the Government rate. A copy of each prepaid message should support the claim for reimbursement. Identification cards for official use may be obtained upon application, through the chief of bureau, to the chief clerk of the department.

10. Telegrams of a Personal Nature.—Except when sent by administrative officers for official purposes, telegrams regarding leave of absence, salary, or expense accounts, unless the money is actually needed in carrying out traveling instructions or official work, or telegrams regarding any other matters of a personal nature, are not public dispatches, and payment therefor is not authorized. Telegrams from employees of the department regarding the serious illness or death of employees are official.

11. Direct Routes.—Travel must be by the shortest practicable, usually traveled route consistent with the object of the work to be done or the information to be acquired, and deviation therefrom must be explained. (See also par. 21.)

12. Room for Use on Official Business while Traveling.—Where rent of a room at a hotel or other place is nec-

essary for conducting hearings or transacting other official business for the department, and it is impracticable to use for the purpose a room engaged by a traveler for his lodging, if any, a separate charge therefor will be allowed upon proper explanation of the facts in the account.

13. Custody and Use of Transportation Requests; Extra Fares.—Each employee to whom transportation requests are issued will be held responsible for the loss thereof and chargeable with the amount which may be required to be paid by the United States because of any improper use of the same.

All transportation requests remaining unused in the possession of an employee at the expiration of the limiting date named therein or at the close of a fiscal year must be returned to the bureau issuing same.

Transportation requests shall be presented by the traveler to the proper transportation companies in exchange for tickets or scrip books. Separate requests will be used for parlor, chair, or sleeping car accommodations. Transportation requests should be used for all travel upon business of the department where the fare involved is \$1 or more. In case of refusal to accept a transportation request by the agent of any transportation company, the fact and any attending circumstances should be reported to the chief of bureau. Transportation requests drawn on one appropriation must not be used for travel chargeable to another appropriation. Transportation requests must not be used to cover deviations from direct routes of travel in connection with leave of absence or other personal business, or to cover extra fares on limited trains. Such extra fares must be paid in cash.

14. Purchase of Scrip Books.—A scrip book when required for official use must be procured by exchanging transportation request therefor.

15. Use of Scrip Books.—Under no circumstances will employees use scrip books procured on transportation requests for travel on personal business. Occasional use

of personal scrip books will be permitted if found convenient and advantageous to the Government, but reimbursement may be claimed for actual cost only; the constant use of personal scrip books on official business will not be allowed.

16. Reporting Purchase of Scrip Books.—The purchase of scrip books must be immediately reported on blanks provided for that purpose, when required by a bureau. Scrip books purchased as above indicated will be charged to the employee making the purchase, who will be held strictly accountable for their proper use and the correctness of the number of coupons detached.

17. Reporting Use of Scrip.—The use of all scrip must be reported in duplicate on forms provided for that purpose, such reports to accompany monthly reimbursement accounts, and separate sheets to be used for each book.

18. Refunds on Unused Portions of Tickets, etc.—Employees must forward to the chief of bureau or appropriate fiscal agent all unused tickets or scrip book covers having a redemption value. No refund collection should be attempted by an employee.

19. Subvouchers, when Required in Connection with Travel; Erasures and Alterations.—Subvouchers (receipts) should be written in ink or with indelible pencil when practicable. Subvouchers containing erasures or alterations in amount or rate will not be accepted unless such changes are initialed by the payee. Subvouchers must be submitted for:

(a) Livery and other special transportation. Subvouchers are required for amounts in excess of \$2 and must show the points visited and describe the services furnished, for example, "one horse and buggy," "two horses and wagon," giving the distance traveled or time employed and the rate charged therefor.

(b) Lodging. Subvouchers for lodging are required in all cases. Subvouchers for meals and lodging must state the beginning, ending, and the full period of the service,

and the rate per day, week, or month. The day shall be considered as beginning with breakfast and ending with lodging, and is divided into four parts, to be designated as breakfast, dinner, supper, and lodging. If a higher rate for a fractional part of a day is charged, or extra charge is entailed by horse feed, stabling, baths, and the like, the additional and separate charges for such items should be shown on the subvoucher. Receipts on hotel billheads will be accepted as subvouchers when stated so as to show the entire service, the period covered, and the rate.

(c) Rent of rooms for official business pursuant to paragraph 12.

(d) Meals. Subvouchers will be required for meals procured in the same city, town, or place for an extended period (a week or more), unless it be shown that they were paid for at the time obtained and not in a lump sum at the end of the period.

(e) Personal services. Subvouchers for personal services are required when the amount involved is in excess of \$2, and must show the character of the service rendered, the exact period covered, and the rate per hour, day, or week.

(f) Storage charges in excess of \$2.

(g) Supplies. Subvouchers will be required when the amount involved is in excess of \$2, and must show the kind, quantity, unit, and unit price of the supplies purchased. Charges for supplies on any one day at one point in excess of \$2 unsupported by subvouchers must show purchases from different dealers.

(h) Telegrams. Copies of telegrams will be accepted in lieu of receipts and must be furnished in all cases.

(i) Laundry. (See par. 3, (h)).

(j) Express charges. Such charges must show the points between which the shipment moved, the separate weight of each package composing the shipment, the amount of charges paid, and give a brief description of the contents. If impracticable to submit the usual receipt of the company, a receipt on Form 4-b will be accepted.

(*k*) Freight charges. Such charges on shipments not covered by Government bills of lading must be supported by the original receipt of the company and show original point of shipment, number and contents of packages, weight, rate, and the amount of charges.

(*l*) Registration fees on official mail in the field.

TRAVEL ACCOUNTS.

20. Rendition of Accounts Involving Per Diem Allowance.—In accounts for per diem allowance the day and hour of beginning and ending travel must be clearly stated. If other expenses are included in the account, they should be stated in chronological order as the first items of the account, followed by the per diem statement. If no claim other than that for a per diem allowance is made, the statement should give the beginning and ending of the per diem period, and the total number of days at the rate named in the authorization should be stated.

21. Leave of Absence While Traveling.—Leave of absence taken while in a travel status must be entirely at the expense of the traveler. When official travel is discontinued at any point en route for the purpose of taking leave all allowances for per diem in lieu of subsistence, transportation, or other traveling expenses cease until official travel is resumed. If the traveler does not resume his journey at the point at which he took leave, then he shall not be deemed again in an official travel status until, after the expiration of his leave, he arrives at a point no greater distance from his destination than was the point at which he took leave, and in no case shall the total expense to the Government for transportation be greater in amount or for a greater distance, nor the per diem or subsistence allowance be for a longer time, than the same, respectively, would have been had the traveler continued his journey uninterruptedly to destination. An itemized statement of the actual travel performed and the expenses incurred while not on leave should be made, and the day and hour, respectively, of beginning and

ending of leave and of resumption of the journey should be stated in the traveler's account.

22. Classification of Traveling Expenses.—The following classification of travel expenses will be of assistance to employees in preparing their reimbursement accounts:

Subsistence.

Baths.

Laundry.

Lodging.

Meals.

Personal use of room in daytime.

Telegrams reserving rooms.

Waiter fees.

Transportation.

Baggage transfers.

Car fare on official business.

Checking baggage at depots, hotels, docks, etc.

Excess baggage.

Parlor car seat fare.

Personal transfer.

Porter fees on steamers, sleeping or parlor cars, and at depots, hotels, and wharves.

Railroad, steamer, or stage coach fare.

Rent of room for official business.

Sleeping car fare.

Stateroom or berth on steamer.

Steward fees, cabin or deck.

Storage charges.

Telegrams reserving berth.

23. Preparation of Travel Accounts.—Every claim for reimbursement of expenses incurred in traveling upon department business must be prepared in accordance with the following requirements:

(a) Expenditures should be stated in chronological order and with reference by numbers to the accompanying subvouchers.

(b) Reference by number and date must be made to the letter of authorization and amendments, if any, under which the expenses were incurred.

(c) Accounts covering expenses payable from two or more appropriations must show separately the items charged to each.

(d) Travel accounts must provide a detailed statement of travel performed, showing starting point, date and hour of departure from and arrival at official headquarters or temporary station, if any, and, when travel is continuous from one month to another, the location of the traveler at the close of the preceding month. All leave should be noted. An account covering a specific trip may be rendered at its conclusion.

(e) Charges for railroad, steamer, interurban, stateroom, seat, or berth fares must show the points between which travel was performed, and the initials of the transportation lines.

(f) All transportation requests used during the period covered by the account must be listed on back of Form 4 or Form 101. When no requests are used, that fact should be there stated.

(g) In all cases where payment of livery or other special transportation is made on Form 5 voucher, a report, showing name of person furnishing same, the dates on which such expenses were incurred, and the points visited, must accompany the reimbursement account.

(h) In case of items of expenditure appearing in a travel expense account which have no apparent relation to the usual and customary expenses of travel, the relationship of such items to the travel must be explained in a letter accompanying the account.

24. Reimbursement Accounts Must be Sworn to.—Accounts for reimbursement must be sworn to when practicable, but charges for fees paid for administering oaths will not be reimbursed. If impossible to swear to such accounts by reason of remoteness from officials authorized to administer oaths, or other causes, a certificate on honor, clearly setting forth the circumstances in the case, must be attached to the account in lieu of the omitted oath. Ac-

counts consisting entirely of resubmitted items need not be sworn to.

25. Resubmission of Suspended Items.—Items suspended for explanation should be included as the last entries in the first voucher submitted after the receipt of notice of suspension, and must be accompanied by the required explanation and the letter asking therefor, but suspended items occurring in the last month of a fiscal year or where no further travel accounts are anticipated should be restated in a separate account, which need not be sworn to.

26. Advance of Public Funds.—Public funds will be advanced to officers and employees for the payment of actual and necessary traveling expenses or per diem allowances in lieu of subsistence.

Advances of funds will be made only upon the filing of formal application therefor with the Disbursing Clerk (Voucher Form 100), approved by a chief of bureau or other authorized official, who shall have determined the amount to be advanced, not exceeding \$500. Applications for advances in excess of \$500 must be approved by the Secretary. In no case shall an advance exceed \$1,000. A copy of the letter of authorization under which an advance is sought must accompany the application. Employees desiring an advance will be required to file a surety bond in favor of the United States in the penal sum of \$1,000, the surety on which shall be one of the bonding companies approved by the Treasury Department.

Officers and employees whose accounts are paid by a district or other fiscal agent should submit their applications for advances of funds to the Disbursing Clerk through the proper fiscal agent and the Washington office of the bureau concerned with the necessary surety bond.

No advance of funds will be made nor should funds advanced be used for any purpose other than the payment of official traveling expenses or per diem allowances in lieu of subsistence. Except in unusual cases, advances should

not be requested or approved in connection with trips the cost of which will be less than \$50.

Additional advances may be obtained by employees in a travel status in amounts to be determined by (a) the chief of bureau, if the total balance due the United States is not thereby increased to an amount exceeding \$500; and (b) the Secretary, if such additional advances create a balance in excess of \$500 but not more than \$1,000.

Expense accounts (Voucher Form 101) accounting for the expenditure of funds advanced must be rendered promptly at the close of each month or at the termination of a specific trip. Unexpended balances of funds advanced will be surrendered upon the demand of the Disbursing Clerk.

Necessary instructions for accounting for moneys advanced will accompany each advance, and accounting forms will be supplied by the Disbursing Clerk.

SAMPLE FORMS.

SAMPLE ACCOUNT FOR TRAVEL UNDER PER DIEM ALLOWANCE.

Date. 1921.	Items. (Enter but ONE item on a line, and show WHERE expense was incurred.)	Sub- voucher No.	Amount.	
			Dolls.	Cts.
	46 Fill in form on back of this voucher showing all transportation requests used.			
May 1	Left Washington, D. C., 1.25 p. m. Railroad fare, Washington to Chicago, transportation request 646683.. Lower berth Washington to Chicago, transportation request 646684. Street car to station, Washington.....			08
	Station porter, Washington.....			10
2	Pullman porter, Chicago.....			25
	Station porter, Chicago.....			10
	Street car, station to hotel, Chicago.....			08
	Auto to points not otherwise accessible...	1	15	00
3	Street car fares, Chicago—4 at 8 cents each.....			32
4	Street car, hotel to station, Chicago.....			08
	Station porter, Chicago—2 pieces.....			20
	Railroad fare, Chicago to Washington, transportation request 646685. Lower berth Chicago to Washington, transportation request 646686.			
5	Pullman porter, Washington.....			25
	Station porter, Washington.....			20
	Street car station to home, Washington...			08
	Arrived Washington 4.40 p. m. Per diem account. May 1—1 day at \$2..... \$2.00 May 2 to 4—3 days at \$4..... 12.00 May 5—1 day at \$3..... 3.00 Total per diem.....		17	00
	(Note.—Street car fares herein claimed were not incurred for transportation be- tween place of lodging or where meals were taken and place where duty was performed.) Total amount claimed.....		33	74

SAMPLE ACCOUNT FOR TRAVEL UNDER ACTUAL EXPENSES.

Date. 1921.	Items. (Enter but ONE item on a line, and show WHERE expense was incurred.)	Sub- voucher No.	Amount.	
			Dolls.	Cts.
	See Fill in form on back of this voucher, showing all transportation requests used.			
May 1	Left Washington, D. C., 1.25 p. m. Railroad fare, Washington to Chicago, Ill., transportation request 703901. Lower berth Washington to Chicago, transportation request 703902. Street car to station, Washington.....			08
	Station porter, Washington.....			10
	Supper en route.....		1	35
	Waiter fee.....			15
2	Breakfast en route.....			80
	Pullman porter, Chicago.....			25
	Station porter, Chicago.....			10
	Street car station to hotel, Chicago.....			08
	Dinner, Chicago.....			50
	Auto to points not otherwise accessible....	1	15	00
	Supper, Chicago.....			90
	Waiter fees.....			30
3	Breakfast, Chicago.....			75
	Dinner, Chicago.....			50
	Supper, Chicago.....		1	00
	Waiter fees.....			20
	Street car fares, Chicago—4 at 8 cents each.....			32
4	Breakfast, Chicago.....			75
	Dinner, Chicago.....			60
	Lodging, Chicago—May 2-3.....	2	5	00
	Street car hotel to station, Chicago.....			08
	Station porter, Chicago—2 pieces.....			20
	Railroad fare Chicago to Washington, transportation request 703903. Lower berth Chicago to Washington, transportation request 703904.			
	Supper en route.....		1	25
	Waiter fees.....			25
5	Breakfast en route.....			75
	Dinner en route.....		1	30
	Pullman porter, Washington.....			25
	Station porter, Washington.....			20
	Street car station to home, Washington....			08
	Arrived Washington 4.40 p. m.			
	Total amount claimed.....		33	09

Form 4b.

Use one side only.

Approved by the Comptroller of the
Treasury May 28, 1914.

No. 1

SUBVOUCHER FOR SUPPLIES, LIVERY AND MISCELLANEOUS SERVICES,
AND EXPENSES.

U. S. DEPARTMENT OF AGRICULTURE,

To *Central Garage, Dr.*

Address: *Chicago, Ill.*

May 2, 1921.

For auto and driver to near-by points in country not otherwise
accessible.

5 hours, at \$3 per hour..... 15 00

Total..... \$15 00

To be completely filled in before signature by payee, and there must
not be any erasure or other alteration whatever.

RECEIVED IN CASH this *2d* day of *May*, 1921, from
John Doe, Fifteen and $\frac{00}{100}$ dollars, in full of the above
account, which I certify to be correct.

Do not sign in
duplicate.

(Signature) *Central Garage,*

(Title) *R. C. Johns, Driver.*

Witness to signature by mark.

.....
(Name.)

.....
(Address.)

SUBVOUCHER FOR MEALS AND LODGING.

Form 4b.

Approved by the Comptroller of the
Treasury May 28, 1914.

No. 2.

\$5.00

City or town, *Chicago, Ill.*

Name of hotel, *Planters,*

Date, *May 4, 1921.*

(To be completely filled in before signature by payee,
and there must not be any erasure or other altera-
tion whatever.)

RECEIVED IN CASH of *John Doe*, U. S. Department of Agriculture, *Five* and $\frac{00}{100}$ dollars, for
~~meals and~~ lodging from *May 2, 1921*, to *May 3, 1921*, inclusive.

Time covered, *2* days, at \$*2.50* per day.

If charge for fractional part of day is
greater in proportion it must be
explained HEREUNDER.

I certify the foregoing to be correct.

(Signature) *Hotel Planters,*
(Title) *R. C. Brown, Clerk.*

(DO NOT SIGN IN DUPLICATE.)

SUBVOUCHER FOR MEALS AND LODGING.

Form 4b.

Approved by the Comptroller of the Treasury
May 28, 1914.

No.

City or town, *Indianapolis, Ind.*

\$19.25.

Name of hotel, *Skinner.*

(To be completely filled in before signature by payee,
and there must not be any erasure or other altera-
tion whatever.)

Date, *May 5, 1921.*

Received in cash of *John Doe*, U. S. Department of Agriculture, *Nineteen* and $1\frac{5}{10}\%$ dollars, for
meals and lodging from *supper, May 1, 1921, to breakfast, May 5, 1921*, inclusive.

Time covered, *3 3/4* days, at \$5.00 per day.

If charge for fractional part of day is
greater in proportion, it must
be explained HEREUNDER.

*B. & D., 75 cents each.**Supper, \$1.00.**Lodging, \$2.50.*

I certify the foregoing to be correct.

(DO NOT SIGN IN DUPLICATE.)

(Signature) *Hotel Skinner,*(Title) *A. B. Smith, Clerk.*

Form 4c.

(To be completely filled in before
being signed by payee.)

PARTY SUBVOUCHER FOR SUBSISTENCE.

No.

Locality, *Jackson, Miss.,*
Character of quarters, *boarding house.*Date, *May 16, 1921.*Received in cash from *John Doe*, U. S. Department of Agriculture, *Eighteen* and $\frac{5}{10}\%$ dollars,
for meals and lodgings for 3 men, as shown on reverse.*50* meals at *25 cents.**12* lodgings at *50 cents.*Alterations or erasures must be
initialed by signer.

I certify the foregoing to be correct.

(Signature) *Geo. A. Lewis,*
(Title) *Proprietor.*

No.	Name.	Title.	Dates.												Total.												
			May 9.		May 10.		May 11.		May 12.		May 13.		May 14.		May 15.		Meals.	Lodgings.									
			B.	D.	S.	L.	B.	D.	S.	L.	B.	D.	S.	L.	B.	D.			S.	L.							
1	John Jones.....	Laborer.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18	4							
2	W. G. Brown.....	do.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	14	5							
3	C. S. Green.....	Arman.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18	3							
4																									
5																									
6																									
7																									
8																									
9																									
10																									
11																									
12																									
13																									
14																									
	Totals.....	2	2	3	2	3	3	3	2	1	1	2	1	1	3	3	2	2	3	2	1	3	2	2	50	12

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